

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**OFFICE ASSISTANT (Part-time 34 hours)
(Legal Division)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a current examination list or Lateral Transfers**
Location: Hartford, CT
Hours: 34
Salary: \$17.93 - 23.52 (per hour)
Closing Date: September 21, 2012

Eligibility: **Candidates must have passed the Office Assistant examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Office Assistant or have attained permanent status in the class since their most recent hire date.**

Position Description: The Department of Children and Families has a vacancy for one part-time (34 hours) Office Assistant. The position is located within the Legal Division of the Hartford Area Office.

General Experience: Two (2) years' general clerical work experience.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Please note: The filling of this position shall be in keeping with established reemployment and SEBAC employment obligations.

Interested candidates may fax or mail a state application (CT-HR-12), resume, letter of intent, (for state employees) two most recent performance appraisals all others must submit three (3) letters of professional references at 860-707-1954. Please reference Posting #MB46409CO.

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: 860.707.1954**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.